

**Devens Regional Household Hazardous Products Collection Center  
Oversight Committee November 18, 2011, Meeting Minutes**

Attendees:

- Laura Caron-Gustus (Lunenburg), Jim Clyde (Littleton), Tessa David (Program Manager), Tom Delaney (Groton), Don Klein (Townsend), Don Lowe (Bolton), Dona Neely (Project Manger), Rich Nota (Harvard), Robert Pontbriand (Ayer), George Ramirez (Devens), Susan Thompson (Lancaster).
- Public present: Peter Lowitt (Devens Enterprise Commission)
- All Member towns represented.

Welcome:

- George facilitated the meeting as the Chairperson.
- Robert made the motion to accept the minutes from the August 23 and October 13 meetings, Tom seconded the motion and it passed unanimously.

Operations:

- Dona encouraged extra marketing efforts for December collection before closing for January and February.
- Dona reported that Berlin was interested in learning more about the center. A presentation will be given December 6<sup>th</sup> at 7:30pm.

Budget:

- Board reviewed Budget Highlights, Capital, FY12 Operating, FY12 Operating Based on Q1 Actuals and Proposed FY13 Operating budgets presented by Dona.

Action taken:

- Rich made a motion to increase the Capital Budget roof line item to \$40,000 based on the Actuals 9/30/11 presented. Don Lowe seconded and the motion passed unanimously.
- Rich made a motion that the Annual Membership fee be established by December 31 of each year. Tom Delaney seconded and the motion passed unanimously.
- Dona distributed a "Current HHW Project Manager Responsibilities" (see attached) and proposed for FY13 list and alerted attendees that she continues to dedicate time to the project and requested that the Committee consider allocating some funds to help cover the cost of her time, since she works for a non-profit entity. Dona and Tessa were asked to leave so this request could be discussed.

Next Steps:

- Special meeting conducted in 1 to 2 weeks
- Review FY12 approved budget
  - Determine amount and line item to fund additional funds for Dona through 12/31/11
  - Determine administrative line item amount going forward
- Sign addendum to contract for Dona through 12/31/11
- Approve FY13 budget

Meeting adjourned.

**Next Meeting December 1, 8:30 am.**

### **Dona's Current HHW Project Manager Responsibilities**

#### Administration (8 hours per month)

- OC updates, meeting agenda, meeting, minutes
- MassDev liaison – DPW, Finance, Legal, Administration

#### Operations (8 hours per month)

- Tracking action items (site development, equipment, reporting)
- Procedural development – service operations
- Marketing (website, brochure, overviews)
- Business community engagement
- Prospective member engagement
- Procedural documentation for OC transition

#### Budget (9 hours per month)

- Capital budget management
- Invoice approval, coding, processing (vendors, MassDev staff)
- Revenue trending, monitoring
- Operational budget development, oversight
- Financial reporting (from MassDev for OC)
- DEP grant fund management, reporting

Hours to date: July – 124, August – 106, September – 92, October – 40

Avg. 25 hours per month estimated for November – June

25 hrs \* \$25/ \* 10 mos. = \$6,250

### **Proposed HHW Project Manager Responsibilities for FY13**

#### Administration (6 hours per month)

- OC updates, meeting agenda, meeting, minutes
- MassDev liaison – DPW, Finance, Legal, Administration

#### Operations (5 hours per month)

- Tracking action items
- Procedural development, documentation – OC for rotating Chair
- Marketing activities
- Business community engagement
- Prospective member engagement
- Evaluation of service offerings, expansion

#### Budget (5 hours per month)

- Operational budget development, management, reporting
- Invoice processing
- Invoice approval, coding, processing (vendors, MassDev staff)

16 hours per month – estimated for November – June

16 hrs \* \$25 \* 10 mos = \$4,000